

Standard: <i>Meeting Attendance Record</i>	
Issue Date: December 1, 2000	Standard ID: <i>S-GP-130</i>
Supersedes: May 5, 2000	Rev/Change 2.1

1. Purpose: To provide a record of P/TAS meeting attendance.

2. Creating Procedures:
Holding P/TAS Meetings

3. Contents:

- a) **Name:** the name of the person attending the meeting
- b) **Organization:** the organization the person is representing at the meeting
- c) **E-mail:** the e-mail address of the person attending the meeting
- d) **Telephone #:** the telephone number of the person

4. Format

Following Page

5. Notes:

If the meeting is limited to project personnel and the attendee's Organization, E-mail address and Telephone Number are on file, the person creating the meeting record may draw a line through the last three columns and write "On File".

This form will be turned in to Quality Assurance (QA) with the Meeting Agenda, Meeting Minutes, and Action Items from the meeting NLT 5 days after the meeting.

If an agenda is unnecessary for the meeting, then the Meeting Date and Time, Meeting Location, and Meeting Purpose must be included on the Meeting Attendance Record.

Meeting Attendance Record

Meeting Date and Time _____.

Meeting Location _____.

Meeting Purpose: _____.

[illegible]